

FY 05 CALENDAR OCTOBER 2004 - SEPTEMBER 2005

PROCUREMENT & CONTRACTING	COST	COURSE DATES AND COURSE CODES											
		OCT 04	NOV 04	DEC 04	JAN 05	FEB 05	MAR 05	APR 05	MAY 05	JUN 05	JUL 05	AUG 05	SEP 05
Contract MGMT for Contracting Officers Reps (Formerly titled Contract Admin for Con Officers and Cont Officers Reps)	\$450.00											17-19	
Government Contracting for Technical and Admin Personnel Explain in Plain English! ®	\$450.00		16-18				15-17			07-09			13-15
Government –Wide Commercial Purchase Card	\$400.00					07							
Performance-Based Contracting Boot-camp (New Course)	\$450.00		03-05				02-04			01-03			
Writing Performance - Based Contracts (DISCONTINUED)	\$350.00												
Managing Performance-Based Contracts	\$450.00				27-28								
Procurement for Secretaries & Administrative Assistants, The Very Basics - New	\$450.00	04-05											
Understanding the FAR and DFARS - New	\$600.00	12-13		01-02		01-02							
Contract Changes/ Claims Boot Camp (Formerly Changes and Claims in Government Contracts)	\$450.00				10-12								

FY 05 CALENDAR (OCTOBER 2004 - SEPTEMBER 2005)

PROCUREMENT & CONTRACTING	COST	COURSE DATES AND COURSE CODES											
		OCT 04	NOV 04	DEC 04	JAN 05	FEB 05	MAR 05	APR 05	MAY 05	JUN 05	JUL 05	AUG 05	SEP 05
Quality Assurance for Aircraft Maintenance Contracting	\$395.00	26			04		30						
Contracting Officers Rep (Refresher)	None		01		03		07	08		06	08		09
Contracting Officers Rep (Basic)	\$896.00	26-28		14-16		22-24		05-07		07-09		02-04	
GSA - 101	None										21		
FISCAL LAW	None					07-10							

COURSE TITLE:	CONTRACT MANAGEMENT FOR CONTRACTING OFFICERS REPRESENTATIVES (Formerly titled Contract Administration for Contracting Officers and Contracting Officers Representatives)	
VENDOR:	Caldwell Consulting Associates, LLC PO Box 29143 Richmond, VA 23242-0143	
LOCATION:	Employee Development Center, Building # 2189	
	DATE: 17 –19 AUG 05	NOMINATION DEADLINE: 17 JUL 05
TIME:	0800-1600 hrs	
DESCRIPTION:	Enhance the skills needed for anticipating, identifying, understanding and resolving contracting problems. The role of the Contracting Officers and the assigned duties to the Contracting Officer's representative (COR) is frequently misunderstood in contracting. COR duties flow from the delegation of authority made by the Contracting Officer. But, the Contracting Officers can never delegate his/her responsibilities. Topics covered will include: legal principles of government contract law, methods of solicitation, contract types, key contract clauses, interpreting statements of works and other contractual obligations, contract modifications, claims preparation, defense strategies and disputes resolution, inspection, warranty and acceptance and termination of contracts. A portion of this course is explained from the contractor's perspective, so that Government personnel will have a better understanding of where the contractor is coming from. All attendees receive a special course manual and a "Government Contracts Dictionary".	
AUDIENCE:	Procurement analysts, CORs, secretaries, administrative assistant, and all personnel working in support of functions such as the development of solicitations, award of purchase orders, contracts and basic agreements, and administration of contracts. Note – For those pursuing professional certification or re-certification (i.e. NCMA, NAPM), satisfactory completion of this course includes continuing education hours from the National Association of Purchasing Management)	
LENGTH:	3 Days	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
COST:	\$ 450.00	
METHOD OF PAYMENTS:	Vendor accepts GCPC (Government wide Commercial Purchase Card).	
POC:	(301) 757 – 4126	

COURSE TITLE:	GOVERNMENT CONTRACTING FOR TECHNICAL AND ADMINISTRATION PERSONNEL EXPLAINED IN PLAIN ENGLISH!®	
VENDOR:	Caldwell Consulting Associates, LLC PO Box 29143 Richmond, VA 23242-0143	
LOCATION:	Employee Development Center, Building # 2189	
	DATE: 16 – 18 NOV 04 15 – 17 MAR 05 07 – 09 JUN 05 13 – 15 SEP 05	NOMINATION DEADLINE: 15 OCT 04 15 FEB 05 06 MAY 05 12 AUG 05
TIME:	0800-1600 hrs	
DESCRIPTION:	This 2 day course covers the entirety acquisition cycle, from pre-solicitation through award and administration. It covers the twelve basic steps involved and has been designed to provide a survey of the basics of the subject areas. The course explains rules of contract management, roles of key contract players, contracting officer authority, procurement law, methods of procurement, types of contracts, resolution of contract administration problems during performance and the essentials of the termination. It also includes instructions on the use of the FAR and coverage of these requirements of Federal Acquisition Streamlining Act (FASA) and its impact on contracting, including the new commercial contracting preference. All explained in plain language so that you understand the rules and why they make sense. <u>Each attendee will receive a complete copy of the deskbook FAR, a "Course Manual" and a copy of the "Government Contract Dictionary". Materials used represent the current rules under which contracting personnel must operate.</u>	
AUDIENCE:	This course is applicable for those assigned as Contracting Officers, CORs, engineers, project and program managers, contractor personnel and anyone else responsible for the management of contract performance.	
LENGTH:	3 Days	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
COST:	\$ 450.00	
METHOD OF PAYMENTS:	Vendor accepts GCPC (Government wide Commercial Purchase Card).	
POC:	(301) 757 – 4126	

COURSE TITLE:	GOVERNMENT – WIDE COMMERCIAL PURCHASE CARD	
VENDOR:	Caldwell Consulting Associates, LLC PO Box 29143 Richmond, VA 23242-0143	
LOCATION:	Employee Development Center, Building # 2189	
	DATE: 07 FEB 05	NOMINATION DEADLINE: 07 JAN 05
TIME:	0800-1530	
DESCRIPTION:	This is a one day course that provide the educational skills in the principles, procedures, and practices needed to make Government Purchase Card (GPC) purchases in accordance with applicable laws and regulations.	
OBJECTIVE	<p>Upon completion of the course, the participants will be able to:</p> <ul style="list-style-type: none"> • Overview – Purpose and Guiding Principles of the Government Purchase Card Program. • The GPC Players and their roles. • Purchase Card Terms. • Controls and Procedures, including micro-purchase limits, UNICOR purchase guidelines, mandatory Federal Supply Schedules and “GSA Advantage”. • Unauthorized Use – What you can’t do. • Disputes and Discrepancies. • Purchase Card Audit Procedures. • Documenting Purchases. • Ethics and Standards of Conduct. 	
AUDIENCE:	Current and future personnel who are potential candidates as cardholders/billing officials; current cardholders who are interested in refreshing their skills in conformance with the latest regulatory information; anyone who is interested in learning more about the purchase card program.	
LENGTH:	1 Day	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
COST:	\$ 400.00	
METHOD OF PAYMENTS:	Vendor accepts GCPC (Government wide Commercial Purchase Card).	
POC:	(301) 757 – 4126	

COURSE TITLE:	PERFORMANCE – BASED CONTRACTING BOOTCAMP	
VENDOR:	Caldwell Consulting Associates, LLC PO Box 29143 Richmond, VA 23242-0143	
LOCATION:	Employee Development Center, Building # 2189	
	DATE: 03 – 05 NOV 04 02 – 04 MAR 05 01 – 03 JUN 5	NOMINATION DEADLINE: 04 OCT 04 02 FEB 05 02 MAY 05
TIME:	0800-1530	
DESCRIPTION:	More and more procurement dollars are planned for performance-based contracts. This 2 day course is a crash course providing the essential skills in all aspects of performance-based contracting, one of the hottest topics in federal government contracting. The course explores the myths, best practices and innovations, detailing not only what benefits the government intends to gain from the expanded use of performance-based contracting, but also about the pitfalls everyone should be aware of. using actual examples of performance-based contracts. Attendees will leave this boot-camp better prepared for the future, with knowledge of business techniques specifically designed for use with the performance-based approach. This seminar incorporates Office of Federal Procurement policy, Office of Management and Budget and Defense Acquisition University materials in the program. All attendees receive a special course manual and a CD ROM containing information to guide you when you are back in the office.	
OBJECTIVE	<p>Upon completion of the course, the participants will be able to:</p> <ul style="list-style-type: none"> • Be familiar with the latest requirements in performance measurement. • Understand areas of performance-based logistics, payment and what is being done under the new approach to “performance-based incentives”. • Be able to identify and describe the important factors in performance measurement. 	
AUDIENCE:	All technical and administrative personnel. This course is open to contractors and subcontractors.	
LENGTH:	3 Days	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
COST:	\$ 450.00	
METHOD OF PAYMENTS:	Vendor accepts GCPC (Government wide Commercial Purchase Card).	
POC:	(301) 757 – 4126	

COURSE TITLE	MANAGING PERFORMANCE OF SERVICE CONTRACTS
VENDOR:	Caldwell Consulting Associates, LLC PO Box 29143 Richmond, VA 23242-0143
LOCATION:	Employee Development Center, Building # 2189
DATE: 27 – 28 JAN 05	NOMINATION DEADLINE: 27 DEC 05
TIME:	0800-1530
DESCRIPTION:	This course provide an understanding of the following: knowing the latest government rules regarding performance measurement, understanding the different methods of contracting and contract measurement, understanding and utilizing work breakdown structures for planning, communicating and monitoring performance and how to create performance indicators that enable project and contract managers to determine performance results, regardless as to the adequacy of the work statement definition. Participants will receive a manual which includes forma and action plans and a section of the program will be devoted to identification of causes and costs of project growth. (this section is particularly valuable to anyone responsible for claims preparation or claims defense)
OBJECTIVE:	Upon completion of the course, the participants will be able to: <ul style="list-style-type: none"> • Complete projects on schedule and within budget. • Increase and enhance levels of productivity. • Implement a contract management audit program which will reveal potential problems long before they might become known. • Provide tighter control over all aspects of service contract projects.
AUDIENCE:	Personnel directly responsible or in support of the procurement and management of service contracts. Note – For those pursuing professional certification (i.e. NCMA, NAPM), satisfactory completion of this course includes continuing education hours from the National Association of Purchasing management.
LENGTH:	2 Days
NOMINATIONS :	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.
COST:	\$ 295.00
METHOD OF PAYMENT:	Vendor accepts GCPC (Government wide Commercial Purchase Card).
POC:	(301) 757 – 4126

COURSE TITLE: New	PROCUREMENT FOR SECRETARIES & ADMINISTRATIVE ASSISTANTS THE VERY BASICS	
VENDOR:	Caldwell Consulting Associates, LLC PO Box 29143 Richmond, VA 23242-0143	
	DATE: 04 – 05 OCT 04	NOMINATION DEADLINE: 03 SEP 04
LOCATION:	Employee Development Center, Building # 2189	
TIME:	0800 –1600 hrs (The last half hour of the session will be devoted to a special clinic session for discussion with the instructor on individual matters.)	
DESCRIPTION:	From the <i>Explained in Plain English!</i> ® series, this class gives attendees the information they need to know about key features of the Government procurement process, and the specific areas with which the procurement officials whom they support are customarily part of the procurement process ... procurement methods and rules, steps in contract award, changes, inspection, costs, termination and disputes. These subjects are taught from both the standpoint of 1.what they are and 2. how they relate to the <i>more effective on-the-job- performance</i> of administrative tasks. It is based upon the concept that those working in support staff positions that better understand the procurement world, in which they operate, instead of just the direction they are given, enhance their value as members of the team.	
AUDIENCE:	This course provides the explanations needed by Government and contractor administrative assistants and support staff who are working in Government procurement with the <i>key information</i> and <i>professional elements</i> of Government procurement. Everyone attending receives a special course material program package and a Certificate of Achievement.	
LENGTH:	2 Days	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
COST:	\$ 450.00	
METHOD OF PAYMENTS:	Vendor accepts GCPC (Government wide Commercial Purchase Card).	
POC:	(301) 757 – 4126	

COURSE TITLE New	UNDERSTANDING THE FAR AND DFARS	
VENDOR:	Caldwell Consulting Associates, LLC PO Box 29143 Richmond, VA 23242-0143	
LOCATION:	Employee Development Center, Building # 2189	
	DATE: 12 – 13 OCT 04 01 – 02 DEC 04 01 – 02 FEB 05	NOMINATION DEADLINE 10 SEP 04 01 NOV 04 30 DEC 04
TIME:	0800-1530	
DESCRIPTION:	There is a substantial difference between the words promulgated in the Federal Acquisition Regulation(FAR) and how these words are implemented by the military agencies in the DoD regulatory supplement, the Department of Defense FAR Supplement. (DFARS). Everyone attending this program will receive a copy the latest Commerce Clearing House(CCH) published FAR and DFAR	
OBJECTIVE:	Upon completion of the course, the participants will be: <ul style="list-style-type: none"> Fully up to speed as to the differences they need to know about. 	
AUDIENCE:	All personnel required to comply with the regulations for contracting.	
LENGTH:	2 days	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
COST:	\$600.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Government wide Commercial Purchase Card).	
POC:	(301) 757 – 4126	

COURSE TITLE Workshop	CONTRACT CHANGES AND CLAIMS BOOTCAMP	
VENDOR:	Caldwell Consulting Associates, LLC PO Box 29143 Richmond, VA 23242-0143	
LOCATION:	Employee Development Center, Building # 2189	
	DATE: 10 – 12 JAN 05	NOMINATION DEADLINE: 10 DEC 04
TIME:	0800-1530(Class ends at noon of third day.)	
DESCRIPTION:	<p>The statutory and regulatory constraints which govern contracting, as well as the nature of the contracting process, makes it necessary for the agencies to have flexibility to deal with such things as changes in technology, changes in requirements, errors in plan specifications, delays, suspension of work and more. Resolution of these areas often means reaching agreement with the contractor, particularly when there is a dispute about the interpretation of contract requirements. This 2-1/2 day workshop was developed based upon the records of the Armed Services Board of Contract Appeals (ASBCA) and covers the following subject areas:</p> <ul style="list-style-type: none"> • Changes in the Work. • Claims Presentation and Defense. 	
OBJECTIVE:	<p>Upon completion of the course, the participants will be able to:</p> <ul style="list-style-type: none"> • Understand the nature of contract changes. • Understand how government contract claims are asserted, perfected, presented, certified, defended and resolved if disputed. • Understand the major government remedies, including audit and investigative powers, suspensions and debarment powers and procurement fraud actions. 	
AUDIENCE:	Anyone participating in a contract that may result in changes or disputes, in order to understand the remedies and how they are invoked.	
LENGTH:	2-1/2 Days	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
COST:	\$ 450.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Government wide Commercial Purchase Card).	
POC:	(301) 757 – 4126	

COURSE TITLE	QUALITY ASSURANCE FOR AIRCRAFT MAINTENANCE CONTRACTING
VENDOR:	Caldwell Consulting Associates, LLC PO Box 29143 Richmond, VA 23242-0143
LOCATION:	Employee Development Center, Building # 2189
DATE: 26 OCT 04 04 JAN 05 30 MAR 05	NOMINATION DEADLINE: 24 SEP 04 03 DEC 04 28 FEB 05
TIME:	0800-1530
DESCRIPTION:	This course covers: why and how the government buys from industry, how the government assures quality in its own, and in contractor operations; what the aircraft maintenance contract and delivery order call for in terms of work quality assurance; how the government and contractor are organized and work together to assure quality; duties of government quality assurance personnel; supply and safety implications of contract maintenance upon government quality assurance and the government quality assurance task in perspective.
OBJECTIVE:	Upon completion of the course, the participants will be able to: <ul style="list-style-type: none"> • Improve the effectiveness of government quality assurance for aircraft maintenance provided by contractors. • Increase the knowledge, understanding, and skills of government operating personnel and their supervisors.
AUDIENCE:	Maintenance officers, project officers, quality assurance evaluators, aircraft maintenance personnel and inspection personnel.
LENGTH:	2 Days
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.
COST:	\$ 395.00
METHOD OF PAYMENT:	Vendor accepts GCPC (Government wide Commercial Purchase Card).
POC:	(301) 757 – 4126

COURSE TITLE	CONTRACTING OFFICERS REPRESENTATIVE COURSE - REFRESHER	
VENDOR:	Naval Air Warfare Center Aircraft Division	
LOCATION:	Employee Development Center, Building # 2189	
	DATE: 01 NOV 04 03 JAN 05 07 MAR 05 08 APR 05 06 JUN 05 08 JUL 05 09 SEP 05	NOMINATION DEADLINE: 01 OCT 04 03 DEC 04 07 FEB 05 08 MAR 05 06 MAY 05 08 JUN 05 09 AUG 05
TIME:	0800-1530	
DESCRIPTION:	The Contracting Officer's Representative training is mandatory for government employees nominated to monitor contractor support services, including hardware requirements, those requiring unusual monitoring and surveillance, or technical discussions to clarify the statement of work. Once certified as a COR, refresher training must be completed every three years prior to being re-appointed as a COR. Topics addressed will include: COR authority, general responsibilities in particular practices relative to service contracts, and update information regarding acquisition policies. (Ref: NAVAIRINST 4200.28D)	
OBJECTIVE:	Upon completion of the course, the participants will be: <ul style="list-style-type: none"> • Knowledge for re-appointment as COR. 	
AUDIENCE:	Current COR requiring refresher training for re-certification.	
LENGTH:	5 Hours	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
COST:	None	
METHOD OF PAYMENT:	Vendor accepts GCPC (Government wide Commercial Purchase Card).	
POC:	(301) 757 – 4126	

COURSE TITLE:	CONTRACTING OFFICER'S REPRESENTATIVE (BASIC)	
VENDOR:	ESI International 4301 Fairfax Drive, Suite 800 Arlington, VA 22203-9858	
LOCATION:	Employee Development Center, Building # 2189	
	DATE: 26 – 28 OCT 04 14 – 16 DEC 04 22 – 24 FEB 05 05 – 07 APR 05 07 – 09 JUN 05 02 – 04 AUG 05	NOMINATION DEADLINE: 24 SEP 04 12 NOV 04 21 JAN 05 04 MAR 05 06 MAY 05 01 JUL 05
TIME:	0800-1530	
DESCRIPTION:	The Contracting Officer's Representative (COR) and the Contracting Officer's Technical Representative (COTR) are in positions of great responsibility and importance. Directly interfacing with contractors, CORs and COTRs are responsible for keeping contracting officers fully informed on a project's progress and must monitor, inspect and accept work performed under the contract. The objective of this course is to provide comprehensive, tailored training on managing the contract award and performance situations facing CORs and COTRs. The emphasis throughout is on viewing the contracting process from their unique perspectives, and on providing attendees with guidance on actions that can be taken to ensure that a contract's goals are successfully met. This course will certify you as CORs and COTRs.	
OBJECTIVE:	Upon completion of the course, the participants should: <ul style="list-style-type: none"> • Understand applicable FAR and regulatory requirements. • Understand the information necessary to identify your role in the process. • Manage your responsibilities at every phase of a contract. • Establish a dependable project control and monitoring system. • Spot and remedy problems. • Plan the actions you can take to ensure that a contract's goals are positively reached. 	
AUDIENCE:	New CORs, COTRs currently working on a contract and COTRs who have proposed solicitations.	
LENGTH:	3 Days	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
COST:	\$ 896.00 / 25 Student Maximun	
METHOD OF PAYMENT:	Vendor accepts GCPC (Government wide Commercial Purchase Card).	
POC:	(301) 757 – 4126	

COURSE TITLE	GSA - 101	
VENDOR:	GSA / FSS / - B 1400 Jericho Park Road Bowie, MD 20715	
LOCATION:	Employee Development Center, Building # 2189	
	DATE: 21 JUL 05	NOMINATION DEADLINE 21 JUN 05
TIME:	0800-1530	
DESCRIPTION:	GSA – 101 features presentations on products and services offered by GSA Federal Supply Services.	
OBJECTIVE:	<p>Upon completion of this course, participants should know:</p> <ul style="list-style-type: none"> • Catalog Products: Thousands of your most frequently used office supplies, cleaning products, paint and tools available on demand. • GSA Schedules: Hundreds of thousands of commercial products and services available directly from GSA vendors / contractors. Also, learn about the Schedule E – Library, which provides contract award information, basic schedules ordering guidelines, complete listing of all schedules, and a powerful search engine. • Property Management: Your key to obtaining and transferring your agency's excess Federal property. Learn about utilization, donation, and sales! Remember, utilization is your FIRST source of supply! • Travel and Transportation: Access to commercial travel agents offering reduced rates on tickets, lodging and rental cars. Learn about the Government purchase card, household and office relocations, and more. • GSA Advantage: An on-line ordering system that allows agencies to search all GSA sources of supply and select the items that are best value for their requirements. GSA Advantage! Offers over 740,000 items available for purchase using your GSA Smart-pay government purchase card. <p>JWOD/NIB/NISH: Information about the Javits Wagner O'Day (JWOD) Act which makes the purchase of products and services offered by the National Industries for the Blind and National Industries for the Severely Disabled (NIB/NISH) mandatory when they meet your agency needs. Also a display of the quality products provided by this important organization.</p>	
AUDIENCE:	Procurement analysts, COR's, secretaries, administrative assistants, and all personnel working in support of functions such as purchasing, contracts, purchase card holders, and property management personnel.	
LENGTH:	2 Days	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
COST:	None	
METHOD OF PAYMENT:	Vendor accepts GCPC (Government wide Commercial Purchase Card).	
POC:	(301) 757 – 4126	

COURSE TITLE	FISCAL LAW COURSE (FLC) TELESEMINAR	
VENDOR:	Air Force and Army JAG Schools (AFJAGS / TJAGSA) 150 Chennault Circle Maxwell AFB, AL 36112-6418	
LOCATION:	Employee Development Center, Building # 2189	
	DATE: 07 – 10 FEB 05	NOMINATION DEADLINE: 07 JAN 05
TIME:	0900 – 1750 hrs	
DESCRIPTION:	This 4 day course is a joint effort by the Air Force and Army JAG Schools. The FLC provides students instruction regarding the statutory and regulatory limitations governing the obligation and expenditures of appropriate funds and an insight into current fiscal issues within the federal government and the Department of Defense.	
OBJECTIVE:	Upon completion of this course, attendees should be able to : <ul style="list-style-type: none"> • Know the three basic fiscal controls (purpose, time and amount) • Understand specialized instruction on topics such as Anti-deficiency Act investigations, military construction funding, liability of accountable officers, reprogramming, payment and collection, and continuing resolution authority; and various headquarters perspectives. 	
AUDIENCE:	This course is open to all Department of Defense (including reserve and guard) and other federal government personnel who meet the following prerequisites: (1) military and civilian attorneys and (2) other personnel in the procurement, program management, financial management, and related acquisition career fields. CLE credit available for attorneys.	
LENGTH:	4 Days	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator.	
COST:	None	
POC:	(301) 757 – 4126	